Coversheet

This template is intended to serve as your Office of Partnerships program reporting instrument for this agreement. Please complete each report (Initial, Mid-Year, and Annual) in accordance with the reporting cycle and deadlines for this budget period and as directed by your project manager and NOA. For each subsequent report deadline, add any new information since the last submission in the appropriate section and re-submit this template.

The form contains multiple sections and tabs to complete. See the instructions provided in the orange box for each page for specific information to complete each tab.

Once you have completed all applicable sections for your award, save this form using "CAP Abbreviation_Abbreviated Association or Entity Name_Program Report" filename and ***E-mail your completed report excel file to your Project Manager and PSSDataHub@fda.hhs.gov***.

Recipient Name				
Federal Award Identification Number				
Report	Initial Report	Mid-Year Report	Annual Report	Date Received
Date Completed				

Project Period Start Date	
Project End Date	
Budget Period Start Date	
Budget Period End Date	

Principal Investigator (PI)	
PI Email	
PI Phone	

**Note any necessary changes to PI information above should be communicated as described in your NOA.*

Complete Coversheet

Complete Progress Narrative

Review Performance Elements

Complete Additional Questions

Complete Personnel Report

Complete Budget

Program Progress Report Form

The text entered may exceed the space provided. "Alt+Enter" will return a new line within a text box if desired. **For questions regarding this form, contact PSSDataHub@fda.hhs.gov.**

Key Definitions:
Objectives Specific impacts related to public health intended to be achieved with these funds.
NOA Reporting Elements are considered to be the **secondary performance elements or sub-outcomes** that support the Objectives for this award.

Initial Report (green sections labeled Initial Report Respone) - To be submitted within 90 days of receiving the NOA, or as directed by your Project Manager.
1. Provide a brief narrative describing the action items you've planned for next budget period.
2. Start date (M/D/YYYY) must be for the next **budget** period unless the item was carried forward from the current budget period.
3. Planned end date (M/D/YYYY) must be within the **project** period. For action items that will be ongoing throughout the project use the project period end date.
4. For each Performance Element (detail list provided on **Performance Elements** Tab) indicate if an action item will impact your progress for this element in the table to the far right.

Note: Each action item listed MUST impact at least one required performance element. See Performance Element tab for a full list of performance elements relevant to this award.

Incomplete action items from this budget year may be carried forward to the next budget period by adding them to the Initial Report on a new form at the time of the Annual Report submission. Following submission of the Initial Report action items, any additional action items identified during the budget period should be entered in the additional space (Action Item number 21-25) with applicable approval information. ***Note: Activities that would require a change of scope or budget must be communicated as directed in your NOA*** Please do not add new action items in Items 1-20 after the submission of the initial report even if there are blank spaces still available. Unused action items can be hidden by hiding the applicable rows to shorten the form if desired.

Mid-Year Report (Yellow sections labeled "Mid-Year Report Response") and Annual Report (Brown sections labeled "Annual Report Response")
Enter a new actual start date and end date (if different from the previously reported dates), otherwise leave blank. Select current status and percent complete using the drop-down menus provided. Describe progress made since the previous reporting period to date for each action item. Include any changes to plan or relevant updates since the last report (e.g. unforseen delays or other changes to previous expectations). If the performance element impacts are found to have changed, include an explanation in the space provided and re-enter the impacts in the table to the far right.
If an action item was completed at the time of the Mid-Year report submission and no further updates are needed at the Annual report you may skip the Annual report section for that item.

Complete Coversheet | Complete Progress Narrative | Review Performance Elements
Complete Additional Questions | Complete Personnel Report | Complete Budget

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Initial Report Response — Please don't forget your impacts for this item!

Action Item 1:
Planned Start Date
Planned End Date
Planned Action Item Short Description

Mid-Year Report Response

Action Item 1:
Actual Start Date — Action Item Status: Select
Actual End Date — Action Item Percent Complete: Select
Mid-Year Progress Report *(Use Alt+Enter for new line if desired)*
IF changes are made to the performance element impacts for this action item (in the table to the far right) please explain below. Otherwise leave blank.

Annual Report Response

Action Item 1:
Actual Start Date — Action Item Status: Select
Actual End Date — Action Item Percent Complete: Select
Annual Progress Report *(Use Alt+Enter for Actual line if desired)*
[If this Plan of Action was reported as complete at your Mid-Year Report and no additional updates are needed please skip the Annual Report Response Section. Otherwise, complete the Annual Report Response section and replace this bracketed text with your Progress Report]
IF changes are made to the performance element impacts (in the table to the right) for this action item please explain below. Otherwise leave blank.

Performance Elements

Please indicate impacts for this action item to performance elements for this award in the table below*

Action Item 1:	Objective 1	Objective 1a	Objective 1b	Objective 1c	Objective 1d	Objective 1e	Objective 2	Objective 3	Objective 4	Objective 5	Objective 6	NOA Reporting Element 1	NOA Reporting Element 2	NOA Reporting Element 3	NOA Reporting Element 4	NOA Reporting Element 5	NOA Reporting Element 6	NOA Reporting Element 7	NOA Reporting Element 8	NOA Reporting Element 9
Impacts at Initial Report																				
Impacts at Mid-Year Report																				
Impacts at Annual Report																				

**A "Yes" entry indicates performance elements that are impacted by this action item. If there is no change to impacts identified at the previous report you may skip this table. If an update is needed at the Mid-Year or Annual Report (either to remove or add impacts) re-enter "Yes" or "No" for all objectives impacted by this action for the applicable report row.*

To view descriptions of the performance elements either hover your mouse over the cell in the table or click the link provided in the column header to be taken to the Performance Elements tab.

Initial Report Response — Please don't forget your impacts for this item!

Action Item 2:
Planned Start Date
Planned End Date
Planned Action Item Short Description

Mid-Year Report Response

Action Item 2:
Actual Start Date — Action Item Status: Select
Actual End Date — Action Item Percent Complete: Select
Mid-Year Progress Report *(Use Alt+Enter for new line if desired)*
IF changes are made to the performance element impacts for this action item (in the table to the far right) please explain below. Otherwise leave blank.

Annual Report Response

Action Item 2:
Actual Start Date — Action Item Status: Select
Actual End Date — Action Item Percent Complete: Select
Annual Progress Report *(Use Alt+Enter for Actual line if desired)*
[If this Plan of Action was reported as complete at your Mid-Year Report and no additional updates are needed please skip the Annual Report Response Section. Otherwise, complete the Annual Report Response section and replace this bracketed text with your Progress Report]
IF changes are made to the performance element impacts (in the table to the right) for this action item please explain below. Otherwise leave blank.

Please indicate impacts for this action item to performance elements for this award in the table below*

Action Item 2:	Objective 1	Objective 1a	Objective 1b	Objective 1c	Objective 1d	Objective 1e	Objective 2	Objective 3	Objective 4	Objective 5	Objective 6	NOA Reporting Element 1	NOA Reporting Element 2	NOA Reporting Element 3	NOA Reporting Element 4	NOA Reporting Element 5	NOA Reporting Element 6	NOA Reporting Element 7	NOA Reporting Element 8	NOA Reporting Element 9
Impacts at Initial Report																				
Impacts at Mid-Year Report																				
Impacts at Annual Report																				

**A "Yes" entry indicates performance elements that are impacted by this action item. If there is no change to impacts identified at the previous report you may skip this table. If an update is needed at the Mid-Year or Annual Report (either to remove or add impacts) re-enter "Yes" or "No" for all objectives impacted by this action for the applicable report row.*

To view descriptions of the performance elements either hover your mouse over the cell in the table or click the link provided in the column header to be taken to the Performance Elements tab.

Initial Report Response — Please don't forget your impacts for this item!

Action Item 3:
Planned Start Date
Planned End Date
Planned Action Item Short Description

Mid-Year Report Response

Action Item 3:
Actual Start Date — Action Item Status: Select
Actual End Date — Action Item Percent Complete: Select
Mid-Year Progress Report *(Use Alt+Enter for new line if desired)*
IF changes are made to the performance element impacts for this action item (in the table to the far right) please explain below. Otherwise leave blank.

Annual Report Response

Action Item 3:
Actual Start Date — Action Item Status: Select
Actual End Date — Action Item Percent Complete: Select
Annual Progress Report *(Use Alt+Enter for Actual line if desired)*
[If this Plan of Action was reported as complete at your Mid-Year Report and no additional updates are needed please skip the Annual Report Response Section. Otherwise, complete the Annual Report Response section and replace this bracketed text with your Progress Report]
IF changes are made to the performance element impacts (in the table to the right) for this action item please explain below. Otherwise leave blank.

Please indicate impacts for this action item to performance elements for this award in the table below*

Action Item 3:	Objective 1	Objective 1a	Objective 1b	Objective 1c	Objective 1d	Objective 1e	Objective 2	Objective 3	Objective 4	Objective 5	Objective 6	NOA Reporting Element 1	NOA Reporting Element 2	NOA Reporting Element 3	NOA Reporting Element 4	NOA Reporting Element 5	NOA Reporting Element 6	NOA Reporting Element 7	NOA Reporting Element 8	NOA Reporting Element 9
Impacts at Initial Report																				
Impacts at Mid-Year Report																				
Impacts at Annual Report																				

**A "Yes" entry indicates performance elements that are impacted by this action item. If there is no change to impacts identified at the previous report you may skip this table. If an update is needed at the Mid-Year or Annual Report (either to remove or add impacts) re-enter "Yes" or "No" for all objectives impacted by this action for the applicable report row.*

To view descriptions of the performance elements either hover your mouse over the cell in the table or click the link provided in the column header to be taken to the Performance Elements tab.

Initial Report Response — Please don't forget your impacts for this item!

Action Item 4:
Planned Start Date
Planned End Date
Planned Action Item Short Description

Mid-Year Report Response

Action Item 4:
Actual Start Date — Action Item Status: Select
Actual End Date — Action Item Percent Complete: Select
Mid-Year Progress Report *(Use Alt+Enter for new line if desired)*
IF changes are made to the performance element impacts for this action item (in the table to the far right) please explain below. Otherwise leave blank.

Annual Report Response

Action Item 4:
Actual Start Date — Action Item Status: Select
Actual End Date — Action Item Percent Complete: Select
Annual Progress Report *(Use Alt+Enter for Actual line if desired)*
[If this Plan of Action was reported as complete at your Mid-Year Report and no additional updates are needed please skip the Annual Report Response Section. Otherwise, complete the Annual Report Response section and replace this bracketed text with your Progress Report]
IF changes are made to the performance element impacts (in the table to the right) for this action item please explain below. Otherwise leave blank.

Please indicate impacts for this action item to performance elements for this award in the table below*

Action Item 4:	Objective 1	Objective 1a	Objective 1b	Objective 1c	Objective 1d	Objective 1e	Objective 2	Objective 3	Objective 4	Objective 5	Objective 6	NOA Reporting Element 1	NOA Reporting Element 2	NOA Reporting Element 3	NOA Reporting Element 4	NOA Reporting Element 5	NOA Reporting Element 6	NOA Reporting Element 7	NOA Reporting Element 8	NOA Reporting Element 9
Impacts at Initial Report																				
Impacts at Mid-Year Report																				
Impacts at Annual Report																				

**A "Yes" entry indicates performance elements that are impacted by this action item. If there is no change to impacts identified at the previous report you may skip this table. If an update is needed at the Mid-Year or Annual Report (either to remove or add impacts) re-enter "Yes" or "No" for all objectives impacted by this action for the applicable report row.*

To view descriptions of the performance elements either hover your mouse over the cell in the table or click the link provided in the column header to be taken to the Performance Elements tab.

Initial Report Response — Please don't forget your impacts for this item!

Action Item 5:
Planned Start Date
Planned End Date
Planned Action Item Short Description

Mid-Year Report Response

Action Item 5:
Actual Start Date — Action Item Status: Select
Actual End Date — Action Item Percent Complete: Select
Mid-Year Progress Report *(Use Alt+Enter for new line if desired)*
IF changes are made to the performance element impacts for this action item (in the table to the far right) please explain below. Otherwise leave blank.

Annual Report Response

Action Item 5:
Actual Start Date — Action Item Status: Select
Actual End Date — Action Item Percent Complete: Select
Annual Progress Report *(Use Alt+Enter for Actual line if desired)*
[If this Plan of Action was reported as complete at your Mid-Year Report and no additional updates are needed please skip the Annual Report Response Section. Otherwise, complete the Annual Report Response section and replace this bracketed text with your Progress Report]
IF changes are made to the performance element impacts (in the table to the right) for this action item please explain below. Otherwise leave blank.

Please indicate impacts for this action item to performance elements for this award in the table below*

Action Item 5:	Objective 1	Objective 1a	Objective 1b	Objective 1c	Objective 1d	Objective 1e	Objective 2	Objective 3	Objective 4	Objective 5	Objective 6	NOA Reporting Element 1	NOA Reporting Element 2	NOA Reporting Element 3	NOA Reporting Element 4	NOA Reporting Element 5	NOA Reporting Element 6	NOA Reporting Element 7	NOA Reporting Element 8	NOA Reporting Element 9
Impacts at Initial Report																				
Impacts at Mid-Year Report																				
Impacts at Annual Report																				

**A "Yes" entry indicates performance elements that are impacted by this action item. If there is no change to impacts identified at the previous report you may skip this table. If an update is needed at the Mid-Year or Annual Report (either to remove or add impacts) re-enter "Yes" or "No" for all objectives impacted by this action for the applicable report row.*

To view descriptions of the performance elements either hover your mouse over the cell in the table or click the link provided in the column header to be taken to the Performance Elements tab.

Initial Report Response — Please don't forget your impacts for this item!

Action Item 6:
Planned Start Date
Planned End Date
Planned Action Item Short Description

Mid-Year Report Response

Action Item 6:
Actual Start Date — Action Item Status: Select
Actual End Date — Action Item Percent Complete: Select
Mid-Year Progress Report *(Use Alt+Enter for new line if desired)*
IF changes are made to the performance element impacts for this action item (in the table to the far right) please explain below. Otherwise leave blank.

Annual Report Response

Action Item 6:
Actual Start Date — Action Item Status: Select
Actual End Date — Action Item Percent Complete: Select
Annual Progress Report *(Use Alt+Enter for Actual line if desired)*
[If this Plan of Action was reported as complete at your Mid-Year Report and no additional updates are needed please skip the Annual Report Response Section. Otherwise, complete the Annual Report Response section and replace this bracketed text with your Progress Report]
IF changes are made to the performance element impacts (in the table to the right) for this action item please explain below. Otherwise leave blank.

Please indicate impacts for this action item to performance elements for this award in the table below*

Action Item 6:	Objective 1	Objective 1a	Objective 1b	Objective 1c	Objective 1d	Objective 1e	Objective 2	Objective 3	Objective 4	Objective 5	Objective 6	NOA Reporting Element 1	NOA Reporting Element 2	NOA Reporting Element 3	NOA Reporting Element 4	NOA Reporting Element 5	NOA Reporting Element 6	NOA Reporting Element 7	NOA Reporting Element 8	NOA Reporting Element 9
Impacts at Initial Report																				
Impacts at Mid-Year Report																				
Impacts at Annual Report																				

**A "Yes" entry indicates performance elements that are impacted by this action item. If there is no change to impacts identified at the previous report you may skip this table. If an update is needed at the Mid-Year or Annual Report (either to remove or add impacts) re-enter "Yes" or "No" for all objectives impacted by this action for the applicable report row.*

To view descriptions of the performance elements either hover your mouse over the cell in the table or click the link provided in the column header to be taken to the Performance Elements tab.

Initial Report Response — Please don't forget your impacts for this item!

Action Item 7:
Planned Start Date
Planned End Date
Planned Action Item Short Description

Mid-Year Report Response

Action Item 7:
Actual Start Date — Action Item Status: Select
Actual End Date — Action Item Percent Complete: Select
Mid-Year Progress Report *(Use Alt+Enter for new line if desired)*
IF changes are made to the performance element impacts for this action item (in the table to the far right) please explain below. Otherwise leave blank.

Annual Report Response

Action Item 7:
Actual Start Date — Action Item Status: Select
Actual End Date — Action Item Percent Complete: Select
Annual Progress Report *(Use Alt+Enter for Actual line if desired)*
[If this Plan of Action was reported as complete at your Mid-Year Report and no additional updates are needed please skip the Annual Report Response Section. Otherwise, complete the Annual Report Response section and replace this bracketed text with your Progress Report]
IF changes are made to the performance element impacts (in the table to the right) for this action item please explain below. Otherwise leave blank.

Please indicate impacts for this action item to performance elements for this award in the table below*

Action Item 7:	Objective 1	Objective 1a	Objective 1b	Objective 1c	Objective 1d	Objective 1e	Objective 2	Objective 3	Objective 4	Objective 5	Objective 6	NOA Reporting Element 1	NOA Reporting Element 2	NOA Reporting Element 3	NOA Reporting Element 4	NOA Reporting Element 5	NOA Reporting Element 6	NOA Reporting Element 7	NOA Reporting Element 8	NOA Reporting Element 9
Impacts at Initial Report																				
Impacts at Mid-Year Report																				
Impacts at Annual Report																				

**A "Yes" entry indicates performance elements that are impacted by this action item. If there is no change to impacts identified at the previous report you may skip this table. If an update is needed at the Mid-Year or Annual Report (either to remove or add impacts) re-enter "Yes" or "No" for all objectives impacted by this action for the applicable report row.*

To view descriptions of the performance elements either hover your mouse over the cell in the table or click the link provided in the column header to be taken to the Performance Elements tab.

Initial Report Response — Please don't forget your impacts for this item!

Action Item 8:
Planned Start Date
Planned End Date
Planned Action Item Short Description

Mid-Year Report Response

Action Item 8:
Actual Start Date — Action Item Status: Select
Actual End Date — Action Item Percent Complete: Select
Mid-Year Progress Report *(Use Alt+Enter for new line if desired)*
IF changes are made to the performance element impacts for this action item (in the table to the far right) please explain below. Otherwise leave blank.

Annual Report Response

Action Item 8:
Actual Start Date — Action Item Status: Select
Actual End Date — Action Item Percent Complete: Select
Annual Progress Report *(Use Alt+Enter for Actual line if desired)*
[If this Plan of Action was reported as complete at your Mid-Year Report and no additional updates are needed please skip the Annual Report Response Section. Otherwise, complete the Annual Report Response section and replace this bracketed text with your Progress Report]
IF changes are made to the performance element impacts (in the table to the right) for this action item please explain below. Otherwise leave blank.

Please indicate impacts for this action item to performance elements for this award in the table below*

Action Item 8:	Objective 1	Objective 1a	Objective 1b	Objective 1c	Objective 1d	Objective 1e	Objective 2	Objective 3	Objective 4	Objective 5	Objective 6	NOA Reporting Element 1	NOA Reporting Element 2	NOA Reporting Element 3	NOA Reporting Element 4	NOA Reporting Element 5	NOA Reporting Element 6	NOA Reporting Element 7	NOA Reporting Element 8	NOA Reporting Element 9
Impacts at Initial Report																				
Impacts at Mid-Year Report																				
Impacts at Annual Report																				

**A "Yes" entry indicates performance elements that are impacted by this action item. If there is no change to impacts identified at the previous report you may skip this table. If an update is needed at the Mid-Year or Annual Report (either to remove or add impacts) re-enter "Yes" or "No" for all objectives impacted by this action for the applicable report row.*

To view descriptions of the performance elements either hover your mouse over the cell in the table or click the link provided in the column header to be taken to the Performance Elements tab.

Initial Report Response — Please don't forget your impacts for this item!

Action Item 9:
Planned Start Date
Planned End Date
Planned Action Item Short Description

Mid-Year Report Response

Action Item 9:
Actual Start Date — Action Item Status: Select
Actual End Date — Action Item Percent Complete: Select
Mid-Year Progress Report *(Use Alt+Enter for new line if desired)*
IF changes are made to the performance element impacts for this action item (in the table to the far right) please explain below. Otherwise leave blank.

Annual Report Response

Action Item 9:
Actual Start Date — Action Item Status: Select
Actual End Date — Action Item Percent Complete: Select
Annual Progress Report *(Use Alt+Enter for Actual line if desired)*
[If this Plan of Action was reported as complete at your Mid-Year Report and no additional updates are needed please skip the Annual Report Response Section. Otherwise, complete the Annual Report Response section and replace this bracketed text with your Progress Report]
IF changes are made to the performance element impacts (in the table to the right) for this action item please explain below. Otherwise leave blank.

Please indicate impacts for this action item to performance elements for this award in the table below*

Action Item 9:	Objective 1	Objective 1a	Objective 1b	Objective 1c	Objective 1d	Objective 1e	Objective 2	Objective 3	Objective 4	Objective 5	Objective 6	NOA Reporting Element 1	NOA Reporting Element 2	NOA Reporting Element 3	NOA Reporting Element 4	NOA Reporting Element 5	NOA Reporting Element 6	NOA Reporting Element 7	NOA Reporting Element 8	NOA Reporting Element 9
Impacts at Initial Report																				
Impacts at Mid-Year Report																				
Impacts at Annual Report																				

**A "Yes" entry indicates performance elements that are impacted by this action item. If there is no change to impacts identified at the previous report you may skip this table. If an update is needed at the Mid-Year or Annual Report (either to remove or add impacts) re-enter "Yes" or "No" for all objectives impacted by this action for the applicable report row.*

To view descriptions of the performance elements either hover your mouse over the cell in the table or click the link provided in the column header to be taken to the Performance Elements tab.

Initial Report Response — Please don't forget your impacts for this item!

Action Item 10:
Planned Start Date
Planned End Date
Planned Action Item Short Description

Mid-Year Report Response

Action Item 10:
Actual Start Date — Action Item Status: Select
Actual End Date — Action Item Percent Complete: Select
Mid-Year Progress Report *(Use Alt+Enter for new line if desired)*
IF changes are made to the performance element impacts for this action item (in the table to the far right) please explain below. Otherwise leave blank.

Annual Report Response

Action Item 10:
Actual Start Date — Action Item Status: Select
Actual End Date — Action Item Percent Complete: Select
Annual Progress Report *(Use Alt+Enter for Actual line if desired)*
[If this Plan of Action was reported as complete at your Mid-Year Report and no additional updates are needed please skip the Annual Report Response Section. Otherwise, complete the Annual Report Response section and replace this bracketed text with your Progress Report]
IF changes are made to the performance element impacts (in the table to the right) for this action item please explain below. Otherwise leave blank.

Please indicate impacts for this action item to performance elements for this award in the table below*

Action Item 10:	Objective 1	Objective 1a	Objective 1b	Objective 1c	Objective 1d	Objective 1e	Objective 2	Objective 3	Objective 4	Objective 5	Objective 6	NOA Reporting Element 1	NOA Reporting Element 2	NOA Reporting Element 3	NOA Reporting Element 4	NOA Reporting Element 5	NOA Reporting Element 6	NOA Reporting Element 7	NOA Reporting Element 8	NOA Reporting Element 9
Impacts at Initial Report																				
Impacts at Mid-Year Report																				
Impacts at Annual Report																				

**A "Yes" entry indicates performance elements that are impacted by this action item. If there is no change to impacts identified at the previous report you may skip this table. If an update is needed at the Mid-Year or Annual Report (either to remove or add impacts) re-enter "Yes" or "No" for all objectives impacted by this action for the applicable report row.*

To view descriptions of the performance elements either hover your mouse over the cell in the table or click the link provided in the column header to be taken to the Performance Elements tab.

Initial Report Response — Please don't forget your impacts for this item!

Action Item 11:
Planned Start Date
Planned End Date
Planned Action Item Short Description

Mid-Year Report Response

Action Item 11:
Actual Start Date — Action Item Status: Select
Actual End Date — Action Item Percent Complete: Select
Mid-Year Progress Report *(Use Alt+Enter for new line if desired)*
IF changes are made to the performance element impacts for this action item (in the table to the far right) please explain below. Otherwise leave blank.

Annual Report Response

Action Item 11:
Actual Start Date — Action Item Status: Select
Actual End Date — Action Item Percent Complete: Select
Annual Progress Report (Use Alt+Enter for Actual line if desired)
[If this Plan of Action was reported as complete at your Mid-Year Report and no additional updates are needed please skip the Annual Report Response Section. Otherwise, complete the Annual Report Response section and replace this bracketed text with your Progress Report]
IF changes are made to the performance element impacts (in the table to the right) for this action item please explain below. Otherwise leave blank.

Please indicate impacts for this action item to performance elements for this award in the table below*

Action Item 11:	Objective 1	Objective 1a	Objective 1b	Objective 1c	Objective 1d	Objective 1e	Objective 2	Objective 3	Objective 4	Objective 5	Objective 6	NOA Reporting Element 1	NOA Reporting Element 2	NOA Reporting Element 3	NOA Reporting Element 4	NOA Reporting Element 5	NOA Reporting Element 6	NOA Reporting Element 7	NOA Reporting Element 8	NOA Reporting Element 9
Impacts at Initial Report																				
Impacts at Mid-Year Report																				
Impacts at Annual Report																				

**A "Yes" entry indicates performance elements that are impacted by this action item. If there is no change to impacts identified at the previous report you may skip this table. If an update is needed at the Mid-Year or Annual Report (either to remove or add impacts) re-enter "Yes" or "No" for all objectives impacted by this action for the applicable report row.*

To view descriptions of the performance elements either hover your mouse over the cell in the table or click the link provided in the column header to be taken to the Performance Elements tab.

Initial Report Response — Please don't forget your impacts for this item!

Action Item 12:
Planned Start Date
Planned End Date
Planned Action Item Short Description

Mid-Year Report Response

Action Item 12:
Actual Start Date — Action Item Status: Select
Actual End Date — Action Item Percent Complete: Select
Mid-Year Progress Report *(Use Alt+Enter for new line if desired)*
IF changes are made to the performance element impacts for this action item (in the table to the far right) please explain below. Otherwise leave blank.

Annual Report Response

Action Item 12:
Actual Start Date — Action Item Status: Select
Actual End Date — Action Item Percent Complete: Select
Annual Progress Report (Use Alt+Enter for Actual line if desired)
[If this Plan of Action was reported as complete at your Mid-Year Report and no additional updates are needed please skip the Annual Report Response Section. Otherwise, complete the Annual Report Response section and replace this bracketed text with your Progress Report]
IF changes are made to the performance element impacts (in the table to the right) for this action item please explain below. Otherwise leave blank.

Please indicate impacts for this action item to performance elements for this award in the table below*

Action Item 12:	Objective 1	Objective 1a	Objective 1b	Objective 1c	Objective 1d	Objective 1e	Objective 2	Objective 3	Objective 4	Objective 5	Objective 6	NOA Reporting Element 1	NOA Reporting Element 2	NOA Reporting Element 3	NOA Reporting Element 4	NOA Reporting Element 5	NOA Reporting Element 6	NOA Reporting Element 7	NOA Reporting Element 8	NOA Reporting Element 9
Impacts at Initial Report																				
Impacts at Mid-Year Report																				
Impacts at Annual Report																				

**A "Yes" entry indicates performance elements that are impacted by this action item. If there is no change to impacts identified at the previous report you may skip this table. If an update is needed at the Mid-Year or Annual Report (either to remove or add impacts) re-enter "Yes" or "No" for all objectives impacted by this action for the applicable report row.*

To view descriptions of the performance elements either hover your mouse over the cell in the table or click the link provided in the column header to be taken to the Performance Elements tab.

Initial Report Response — Please don't forget your impacts for this item!

Action Item 13:
Planned Start Date
Planned End Date
Planned Action Item Short Description

Mid-Year Report Response

Action Item 13:
Actual Start Date — Action Item Status: Select
Actual End Date — Action Item Percent Complete: Select
Mid-Year Progress Report *(Use Alt+Enter for new line if desired)*
IF changes are made to the performance element impacts for this action item (in the table to the far right) please explain below. Otherwise leave blank.

Annual Report Response

Action Item 13:
Actual Start Date — Action Item Status: Select
Actual End Date — Action Item Percent Complete: Select
Annual Progress Report (Use Alt+Enter for Actual line if desired)
[If this Plan of Action was reported as complete at your Mid-Year Report and no additional updates are needed please skip the Annual Report Response Section. Otherwise, complete the Annual Report Response section and replace this bracketed text with your Progress Report]
IF changes are made to the performance element impacts (in the table to the right) for this action item please explain below. Otherwise leave blank.

Please indicate impacts for this action item to performance elements for this award in the table below*

Action Item 13:	Objective 1	Objective 1a	Objective 1b	Objective 1c	Objective 1d	Objective 1e	Objective 2	Objective 3	Objective 4	Objective 5	Objective 6	NOA Reporting Element 1	NOA Reporting Element 2	NOA Reporting Element 3	NOA Reporting Element 4	NOA Reporting Element 5	NOA Reporting Element 6	NOA Reporting Element 7	NOA Reporting Element 8	NOA Reporting Element 9
Impacts at Initial Report																				
Impacts at Mid-Year Report																				
Impacts at Annual Report																				

**A "Yes" entry indicates performance elements that are impacted by this action item. If there is no change to impacts identified at the previous report you may skip this table. If an update is needed at the Mid-Year or Annual Report (either to remove or add impacts) re-enter "Yes" or "No" for all objectives impacted by this action for the applicable report row.*

To view descriptions of the performance elements either hover your mouse over the cell in the table or click the link provided in the column header to be taken to the Performance Elements tab.

Initial Report Response — Please don't forget your impacts for this item!

Action Item 14:
Planned Start Date
Planned End Date
Planned Action Item Short Description

Mid-Year Report Response

Action Item 14:
Actual Start Date — Action Item Status: Select
Actual End Date — Action Item Percent Complete: Select
Mid-Year Progress Report *(Use Alt+Enter for new line if desired)*
IF changes are made to the performance element impacts for this action item (in the table to the far right) please explain below. Otherwise leave blank.

Annual Report Response

Action Item 14:
Actual Start Date — Action Item Status: Select
Actual End Date — Action Item Percent Complete: Select
Annual Progress Report (Use Alt+Enter for Actual line if desired)
[If this Plan of Action was reported as complete at your Mid-Year Report and no additional updates are needed please skip the Annual Report Response Section. Otherwise, complete the Annual Report Response section and replace this bracketed text with your Progress Report]
IF changes are made to the performance element impacts (in the table to the right) for this action item please explain below. Otherwise leave blank.

Please indicate impacts for this action item to performance elements for this award in the table below*

Action Item 14:	Objective 1	Objective 1a	Objective 1b	Objective 1c	Objective 1d	Objective 1e	Objective 2	Objective 3	Objective 4	Objective 5	Objective 6	NOA Reporting Element 1	NOA Reporting Element 2	NOA Reporting Element 3	NOA Reporting Element 4	NOA Reporting Element 5	NOA Reporting Element 6	NOA Reporting Element 7	NOA Reporting Element 8	NOA Reporting Element 9
Impacts at Initial Report																				
Impacts at Mid-Year Report																				
Impacts at Annual Report																				

**A "Yes" entry indicates performance elements that are impacted by this action item. If there is no change to impacts identified at the previous report you may skip this table. If an update is needed at the Mid-Year or Annual Report (either to remove or add impacts) re-enter "Yes" or "No" for all objectives impacted by this action for the applicable report row.*

To view descriptions of the performance elements either hover your mouse over the cell in the table or click the link provided in the column header to be taken to the Performance Elements tab.

Initial Report Response — Please don't forget your impacts for this item!

Action Item 15:
Planned Start Date
Planned End Date
Planned Action Item Short Description

Mid-Year Report Response

Action Item 15:
Actual Start Date — Action Item Status: Select
Actual End Date — Action Item Percent Complete: Select
Mid-Year Progress Report *(Use Alt+Enter for new line if desired)*
IF changes are made to the performance element impacts for this action item (in the table to the far right) please explain below. Otherwise leave blank.

Annual Report Response

Action Item 15:
Actual Start Date — Action Item Status: Select
Actual End Date — Action Item Percent Complete: Select
Annual Progress Report (Use Alt+Enter for Actual line if desired)
[If this Plan of Action was reported as complete at your Mid-Year Report and no additional updates are needed please skip the Annual Report Response Section. Otherwise, complete the Annual Report Response section and replace this bracketed text with your Progress Report]
IF changes are made to the performance element impacts (in the table to the right) for this action item please explain below. Otherwise leave blank.

Please indicate impacts for this action item to performance elements for this award in the table below*

Action Item 15:	Objective 1	Objective 1a	Objective 1b	Objective 1c	Objective 1d	Objective 1e	Objective 2	Objective 3	Objective 4	Objective 5	Objective 6	NOA Reporting Element 1	NOA Reporting Element 2	NOA Reporting Element 3	NOA Reporting Element 4	NOA Reporting Element 5	NOA Reporting Element 6	NOA Reporting Element 7	NOA Reporting Element 8	NOA Reporting Element 9
Impacts at Initial Report																				
Impacts at Mid-Year Report																				
Impacts at Annual Report																				

**A "Yes" entry indicates performance elements that are impacted by this action item. If there is no change to impacts identified at the previous report you may skip this table. If an update is needed at the Mid-Year or Annual Report (either to remove or add impacts) re-enter "Yes" or "No" for all objectives impacted by this action for the applicable report row.*

To view descriptions of the performance elements either hover your mouse over the cell in the table or click the link provided in the column header to be taken to the Performance Elements tab.

Initial Report Response — Please don't forget your impacts for this item!

Action Item 16:
Planned Start Date
Planned End Date
Planned Action Item Short Description

Mid-Year Report Response

Action Item 16:
Actual Start Date — Action Item Status: Select
Actual End Date — Action Item Percent Complete: Select
Mid-Year Progress Report *(Use Alt+Enter for new line if desired)*
IF changes are made to the performance element impacts for this action item (in the table to the far right) please explain below. Otherwise leave blank.

Annual Report Response

Action Item 16:
Actual Start Date — Action Item Status: Select
Actual End Date — Action Item Percent Complete: Select
Annual Progress Report (Use Alt+Enter for Actual line if desired)
[If this Plan of Action was reported as complete at your Mid-Year Report and no additional updates are needed please skip the Annual Report Response Section. Otherwise, complete the Annual Report Response section and replace this bracketed text with your Progress Report]
IF changes are made to the performance element impacts (in the table to the right) for this action item please explain below. Otherwise leave blank.

Please indicate impacts for this action item to performance elements for this award in the table below*

Action Item 16:	Objective 1	Objective 1a	Objective 1b	Objective 1c	Objective 1d	Objective 1e	Objective 2	Objective 3	Objective 4	Objective 5	Objective 6	NOA Reporting Element 1	NOA Reporting Element 2	NOA Reporting Element 3	NOA Reporting Element 4	NOA Reporting Element 5	NOA Reporting Element 6	NOA Reporting Element 7	NOA Reporting Element 8	NOA Reporting Element 9
Impacts at Initial Report																				
Impacts at Mid-Year Report																				
Impacts at Annual Report																				

**A "Yes" entry indicates performance elements that are impacted by this action item. If there is no change to impacts identified at the previous report you may skip this table. If an update is needed at the Mid-Year or Annual Report (either to remove or add impacts) re-enter "Yes" or "No" for all objectives impacted by this action for the applicable report row.*

To view descriptions of the performance elements either hover your mouse over the cell in the table or click the link provided in the column header to be taken to the Performance Elements tab.

Initial Report Response — Please don't forget your impacts for this item!

Action Item 17:
Planned Start Date
Planned End Date
Planned Action Item Short Description

Mid-Year Report Response

Action Item 17:
Actual Start Date — Action Item Status: Select
Actual End Date — Action Item Percent Complete: Select
Mid-Year Progress Report *(Use Alt+Enter for new line if desired)*
IF changes are made to the performance element impacts for this action item (in the table to the far right) please explain below. Otherwise leave blank.

Annual Report Response

Action Item 17:
Actual Start Date — Action Item Status: Select
Actual End Date — Action Item Percent Complete: Select
Annual Progress Report (Use Alt+Enter for Actual line if desired)
[If this Plan of Action was reported as complete at your Mid-Year Report and no additional updates are needed please skip the Annual Report Response Section. Otherwise, complete the Annual Report Response section and replace this bracketed text with your Progress Report]
IF changes are made to the performance element impacts (in the table to the right) for this action item please explain below. Otherwise leave blank.

Please indicate impacts for this action item to performance elements for this award in the table below*

Action Item 17:	Objective 1	Objective 1a	Objective 1b	Objective 1c	Objective 1d	Objective 1e	Objective 2	Objective 3	Objective 4	Objective 5	Objective 6	NOA Reporting Element 1	NOA Reporting Element 2	NOA Reporting Element 3	NOA Reporting Element 4	NOA Reporting Element 5	NOA Reporting Element 6	NOA Reporting Element 7	NOA Reporting Element 8	NOA Reporting Element 9
Impacts at Initial Report																				
Impacts at Mid-Year Report																				
Impacts at Annual Report																				

**A "Yes" entry indicates performance elements that are impacted by this action item. If there is no change to impacts identified at the previous report you may skip this table. If an update is needed at the Mid-Year or Annual Report (either to remove or add impacts) re-enter "Yes" or "No" for all objectives impacted by this action for the applicable report row.*

To view descriptions of the performance elements either hover your mouse over the cell in the table or click the link provided in the column header to be taken to the Performance Elements tab.

Initial Report Response — Please don't forget your impacts for this item!

Action Item 18:
Planned Start Date
Planned End Date
Planned Action Item Short Description

Mid-Year Report Response

Action Item 18:
Actual Start Date — Action Item Status: Select
Actual End Date — Action Item Percent Complete: Select
Mid-Year Progress Report *(Use Alt+Enter for new line if desired)*
IF changes are made to the performance element impacts for this action item (in the table to the far right) please explain below. Otherwise leave blank.

Annual Report Response

Action Item 18:
Actual Start Date — Action Item Status: Select
Actual End Date — Action Item Percent Complete: Select
Annual Progress Report (Use Alt+Enter for Actual line if desired)
[If this Plan of Action was reported as complete at your Mid-Year Report and no additional updates are needed please skip the Annual Report Response Section. Otherwise, complete the Annual Report Response section and replace this bracketed text with your Progress Report]
IF changes are made to the performance element impacts (in the table to the right) for this action item please explain below. Otherwise leave blank.

Please indicate impacts for this action item to performance elements for this award in the table below*

Action Item 18:	Objective 1	Objective 1a	Objective 1b	Objective 1c	Objective 1d	Objective 1e	Objective 2	Objective 3	Objective 4	Objective 5	Objective 6	NOA Reporting Element 1	NOA Reporting Element 2	NOA Reporting Element 3	NOA Reporting Element 4	NOA Reporting Element 5	NOA Reporting Element 6	NOA Reporting Element 7	NOA Reporting Element 8	NOA Reporting Element 9
Impacts at Initial Report																				
Impacts at Mid-Year Report																				
Impacts at Annual Report																				

**A "Yes" entry indicates performance elements that are impacted by this action item. If there is no change to impacts identified at the previous report you may skip this table. If an update is needed at the Mid-Year or Annual Report (either to remove or add impacts) re-enter "Yes" or "No" for all objectives impacted by this action for the applicable report row.*

To view descriptions of the performance elements either hover your mouse over the cell in the table or click the link provided in the column header to be taken to the Performance Elements tab.

Initial Report Response — Please don't forget your impacts for this item!

Action Item 19:
Planned Start Date
Planned End Date
Planned Action Item Short Description

Mid-Year Report Response

Action Item 19:
Actual Start Date — Action Item Status: Select
Actual End Date — Action Item Percent Complete: Select
Mid-Year Progress Report *(Use Alt+Enter for new line if desired)*
IF changes are made to the performance element impacts for this action item (in the table to the right) please explain below. Otherwise leave blank.

Annual Report Response

Action Item 19:
Actual Start Date — Action Item Status: Select
Actual End Date — Action Item Percent Complete: Select
Annual Progress Report (Use Alt+Enter for Actual line if desired)
[If this Plan of Action was reported as complete at your Mid-Year Report and no additional updates are needed please skip the Annual Report Response Section. Otherwise, complete the Annual Report Response section and replace this bracketed text with your Progress Report]
IF changes are made to the performance element impacts (in the table to the right) for this action item please explain below. Otherwise leave blank.

Please indicate impacts for this action item to performance elements for this award in the table below*

Action Item 19:	Objective 1	Objective 1a	Objective 1b	Objective 1c	Objective 1d	Objective 1e	Objective 2	Objective 3	Objective 4	Objective 5	Objective 6	NOA Reporting Element 1	NOA Reporting Element 2	NOA Reporting Element 3	NOA Reporting Element 4	NOA Reporting Element 5	NOA Reporting Element 6	NOA Reporting Element 7	NOA Reporting Element 8	NOA Reporting Element 9
Impacts at Initial Report																				
Impacts at Mid-Year Report																				
Impacts at Annual Report																				

**A "Yes" entry indicates performance elements that are impacted by this action item. If there is no change to impacts identified at the previous report you may skip this table. If an update is needed at the Mid-Year or Annual Report (either to remove or add impacts) re-enter "Yes" or "No" for all objectives impacted by this action for the applicable report row.*

To view descriptions of the performance elements either hover your mouse over the cell in the table or click the link provided in the column header to be taken to the Performance Elements tab.

Initial Report Response — Please don't forget your impacts for this item!

Action Item 20:
Planned Start Date
Planned End Date
Planned Action Item Short Description

Mid-Year Report Response

Action Item 20:
Actual Start Date — Action Item Status: Select
Actual End Date — Action Item Percent Complete: Select
Mid-Year Progress Report *(Use Alt+Enter for new line if desired)*
IF changes are made to the performance element impacts for this action item (in the table to the far right) please explain below. Otherwise leave blank.

Annual Report Response

Action Item 20:
Actual Start Date — Action Item Status: Select
Actual End Date — Action Item Percent Complete: Select
Annual Progress Report (Use Alt+Enter for Actual line if desired)
[If this Plan of Action was reported as complete at your Mid-Year Report and no additional updates are needed please skip the Annual Report Response Section. Otherwise, complete the Annual Report Response section and replace this bracketed text with your Progress Report]
IF changes are made to the performance element impacts (in the table to the right) for this action item please explain below. Otherwise leave blank.

Please indicate impacts for this action item to performance elements for this award in the table below*

Action Item 20:	Objective 1	Objective 1a	Objective 1b	Objective 1c	Objective 1d	Objective 1e	Objective 2	Objective 3	Objective 4	Objective 5	Objective 6	NOA Reporting Element 1	NOA Reporting Element 2	NOA Reporting Element 3	NOA Reporting Element 4	NOA Reporting Element 5	NOA Reporting Element 6	NOA Reporting Element 7	NOA Reporting Element 8	NOA Reporting Element 9
Impacts at Initial Report																				
Impacts at Mid-Year Report																				
Impacts at Annual Report																				

**A "Yes" entry indicates performance elements that are impacted by this action item. If there is no change to impacts identified at the previous report you may skip this table. If an update is needed at the Mid-Year or Annual Report (either to remove or add impacts) re-enter "Yes" or "No" for all objectives impacted by this action for the applicable report row.*

To view descriptions of the performance elements either hover your mouse over the cell in the table or click the link provided in the column header to be taken to the Performance Elements tab.

Additional Action Items not originally identified with the Initial Report. Note: Activities that would require a change of scope or budget must be communicated as directed in your NOA

Action Item 21:
New Action Reviewed by (Enter FDA Reviewer) — Date Reviewed — Was the change reviewed by the applicable program oversight committee? Select — Enter Committee Reviewer

At time of Review — Please don't forget your impacts for this item!

Action Item 21:
Start Date
Planned End Date
Action Item Short Description

Mid-Year Report Response

Action Item 21:
Action Item Status: Select
Action Item Percent Complete: Select
Mid-Year Progress Report *(Use Alt+Enter for new line if desired)*
IF changes are made to the performance element impacts for this action item (in the table to the far right) please explain below. Otherwise leave blank.

Annual Report Response

Action Item 21:
Actual Start Date — Action Item Status: Select
Actual End Date — Action Item Percent Complete: Select
Annual Progress Report (Use Alt+Enter for Actual line if desired)
[If this Plan of Action was reported as complete at your Mid-Year Report and no additional updates are needed please skip the Annual Report Response Section. Otherwise, complete the Annual Report Response section and replace this bracketed text with your Progress Report]
IF changes are made to the performance element impacts (in the table to the right) for this action item please explain below. Otherwise leave blank.

Please indicate impacts for this action item to performance elements for this award in the table below*

Action Item 21:	Objective 1	Objective 1a	Objective 1b	Objective 1c	Objective 1d	Objective 1e	Objective 2	Objective 3	Objective 4	Objective 5	Objective 6	NOA Reporting Element 1	NOA Reporting Element 2	NOA Reporting Element 3	NOA Reporting Element 4	NOA Reporting Element 5	NOA Reporting Element 6	NOA Reporting Element 7	NOA Reporting Element 8	NOA Reporting Element 9
Impacts at Approval																				
Impacts at Mid-Year Report																				
Impacts at Annual Report																				

**A "Yes" entry indicates performance elements that are impacted by this action item. If there is no change to impacts identified at the previous report you may skip this table. If an update is needed at the Mid-Year or Annual Report (either to remove or add impacts) re-enter "Yes" or "No" for all objectives impacted by this action for the applicable report row.*

To view descriptions of the performance elements either hover your mouse over the cell in the table or click the link provided in the column header to be taken to the Performance Elements tab.

Action Item 22:
New Action Reviewed by (Enter FDA Reviewer) — Date Reviewed — Was the change reviewed by the applicable program oversight committee? Select — Enter Committee Reviewer

At time of Review — Please don't forget your impacts for this item!

Action Item 22:
Start Date
Planned End Date
Action Item Short Description

Mid-Year Report Response

Action Item 22:
Action Item Status: Select
Action Item Percent Complete: Select
Mid-Year Progress Report *(Use Alt+Enter for new line if desired)*
IF changes are made to the performance element impacts for this action item (in the table to the far right) please explain below. Otherwise leave blank.

Annual Report Response

Action Item 22:
Actual Start Date — Action Item Status: Select
Actual End Date — Action Item Percent Complete: Select
Annual Progress Report (Use Alt+Enter for Actual line if desired)
[If this Plan of Action was reported as complete at your Mid-Year Report and no additional updates are needed please skip the Annual Report Response Section. Otherwise, complete the Annual Report Response section and replace this bracketed text with your Progress Report]
IF changes are made to the performance element impacts (in the table to the right) for this action item please explain below. Otherwise leave blank.

Please indicate impacts for this action item to performance elements for this award in the table below*

Action Item 22:	Objective 1	Objective 1a	Objective 1b	Objective 1c	Objective 1d	Objective 1e	Objective 2	Objective 3	Objective 4	Objective 5	Objective 6	NOA Reporting Element 1	NOA Reporting Element 2	NOA Reporting Element 3	NOA Reporting Element 4	NOA Reporting Element 5	NOA Reporting Element 6	NOA Reporting Element 7	NOA Reporting Element 8	NOA Reporting Element 9
Impacts at Approval																				
Impacts at Mid-Year Report																				
Impacts at Annual Report																				

**A "Yes" entry indicates performance elements that are impacted by this action item. If there is no change to impacts identified at the previous report you may skip this table. If an update is needed at the Mid-Year or Annual Report (either to remove or add impacts) re-enter "Yes" or "No" for all objectives impacted by this action for the applicable report row.*

To view descriptions of the performance elements either hover your mouse over the cell in the table or click the link provided in the column header to be taken to the Performance Elements tab.

Action Item 23:
New Action Reviewed by (Enter FDA Reviewer) — Date Reviewed — Was the change reviewed by the applicable program oversight committee? Select — Enter Committee Reviewer

At time of Review — Please don't forget your impacts for this item!

Action Item 23:
Start Date
Planned End Date
Action Item Short Description

Mid-Year Report Response

Action Item 23:
Action Item Status: Select
Action Item Percent Complete: Select
Mid-Year Progress Report *(Use Alt+Enter for new line if desired)*
IF changes are made to the performance element impacts for this action item (in the table to the far right) please explain below. Otherwise leave blank.

Annual Report Response

Action Item 23:
Actual Start Date — Action Item Status: Select
Actual End Date — Action Item Percent Complete: Select
Annual Progress Report (Use Alt+Enter for Actual line if desired)
[If this Plan of Action was reported as complete at your Mid-Year Report and no additional updates are needed please skip the Annual Report Response Section. Otherwise, complete the Annual Report Response section and replace this bracketed text with your Progress Report]
IF changes are made to the performance element impacts (in the table to the right) for this action item please explain below. Otherwise leave blank.

Please indicate impacts for this action item to performance elements for this award in the table below*

Action Item 23:	Objective 1	Objective 1a	Objective 1b	Objective 1c	Objective 1d	Objective 1e	Objective 2	Objective 3	Objective 4	Objective 5	Objective 6	NOA Reporting Element 1	NOA Reporting Element 2	NOA Reporting Element 3	NOA Reporting Element 4	NOA Reporting Element 5	NOA Reporting Element 6	NOA Reporting Element 7	NOA Reporting Element 8	NOA Reporting Element 9
Impacts at Approval																				
Impacts at Mid-Year Report																				
Impacts at Annual Report																				

**A "Yes" entry indicates performance elements that are impacted by this action item. If there is no change to impacts identified at the previous report you may skip this table. If an update is needed at the Mid-Year or Annual Report (either to remove or add impacts) re-enter "Yes" or "No" for all objectives impacted by this action for the applicable report row.*

To view descriptions of the performance elements either hover your mouse over the cell in the table or click the link provided in the column header to be taken to the Performance Elements tab.

Action Item 24:
New Action Reviewed by (Enter FDA Reviewer) — Date Reviewed — Was the change reviewed by the applicable program oversight committee? Select — Enter Committee Reviewer

At time of Review — Please don't forget your impacts for this item!

Action Item 24:
Start Date
Planned End Date
Action Item Short Description

Mid-Year Report Response

Action Item 24:
Action Item Status: Select
Action Item Percent Complete: Select
Mid-Year Progress Report *(Use Alt+Enter for new line if desired)*
IF changes are made to the performance element impacts for this action item (in the table to the far right) please explain below. Otherwise leave blank.

Annual Report Response

Action Item 24:
Actual Start Date — Action Item Status: Select
Actual End Date — Action Item Percent Complete: Select
Annual Progress Report (Use Alt+Enter for Actual line if desired)
[If this Plan of Action was reported as complete at your Mid-Year Report and no additional updates are needed please skip the Annual Report Response Section. Otherwise, complete the Annual Report Response section and replace this bracketed text with your Progress Report]
IF changes are made to the performance element impacts (in the table to the right) for this action item please explain below. Otherwise leave blank.

Please indicate impacts for this action item to performance elements for this award in the table below*

Action Item 24:	Objective 1	Objective 1a	Objective 1b	Objective 1c	Objective 1d	Objective 1e	Objective 2	Objective 3	Objective 4	Objective 5	Objective 6	NOA Reporting Element 1	NOA Reporting Element 2	NOA Reporting Element 3	NOA Reporting Element 4	NOA Reporting Element 5	NOA Reporting Element 6	NOA Reporting Element 7	NOA Reporting Element 8	NOA Reporting Element 9
Impacts at Approval																				
Impacts at Mid-Year Report																				
Impacts at Annual Report																				

**A "Yes" entry indicates performance elements that are impacted by this action item. If there is no change to impacts identified at the previous report you may skip this table. If an update is needed at the Mid-Year or Annual Report (either to remove or add impacts) re-enter "Yes" or "No" for all objectives impacted by this action for the applicable report row.*

To view descriptions of the performance elements either hover your mouse over the cell in the table or click the link provided in the column header to be taken to the Performance Elements tab.

Action Item 25:
New Action Reviewed by (Enter FDA Reviewer) — Date Reviewed — Was the change reviewed by the applicable program oversight committee? Select — Enter Committee Reviewer

At time of Review — Please don't forget your impacts for this item!

Action Item 25:
Start Date
Planned End Date
Action Item Short Description

Mid-Year Report Response

Action Item 25:
Action Item Status: Select
Action Item Percent Complete: Select
Mid-Year Progress Report *(Use Alt+Enter for new line if desired)*
IF changes are made to the performance element impacts for this action item (in the table to the far right) please explain below. Otherwise leave blank.

Annual Report Response

Action Item 25:
Actual Start Date — Action Item Status: Select
Actual End Date — Action Item Percent Complete: Select
Annual Progress Report (Use Alt+Enter for Actual line if desired)
[If this Plan of Action was reported as complete at your Mid-Year Report and no additional updates are needed please skip the Annual Report Response Section. Otherwise, complete the Annual Report Response section and replace this bracketed text with your Progress Report]
IF changes are made to the performance element impacts (in the table to the right) for this action item please explain below. Otherwise leave blank.

Please indicate impacts for this action item to performance elements for this award in the table below*

Action Item 25:	Objective 1	Objective 1a	Objective 1b	Objective 1c	Objective 1d	Objective 1e	Objective 2	Objective 3	Objective 4	Objective 5	Objective 6	NOA Reporting Element 1	NOA Reporting Element 2	NOA Reporting Element 3	NOA Reporting Element 4	NOA Reporting Element 5	NOA Reporting Element 6	NOA Reporting Element 7	NOA Reporting Element 8	NOA Reporting Element 9
Impacts at Approval																				
Impacts at Mid-Year Report																				
Impacts at Annual Report																				

**A "Yes" entry indicates performance elements that are impacted by this action item. If there is no change to impacts identified at the previous report you may skip this table. If an update is needed at the Mid-Year or Annual Report (either to remove or add impacts) re-enter "Yes" or "No" for all objectives impacted by this action for the applicable report row.*

To view descriptions of the performance elements either hover your mouse over the cell in the table or click the link provided in the column header to be taken to the Performance Elements tab.

Complete Coversheet | Complete Progress Narrative | Review Performance Elements
Complete Additional Questions | Complete Personnel Report | Complete Budget

Additional Questions

The following questions are specific reporting requirements under the agreement. If you have already provided the requested information for any of the requirements below in your program narrative please reference the applicable section in the space provided. If you have not already addressed the requirement elsewhere in the form please provide a response below. If a response would include submission of data that can be organized in tabular format, a separate excel file(s) may be attached to your email submission of this report. Provide a reference to the applicable filename in the field below.

For the Annual Response, please review your Mid-Year Response before providing updates for this reporting period, your Annual response should only include activity since the last reporting period.

Use "Alt + Enter" to return a new line. Text entered may exceed the visible field space if needed.

Complete Coversheet | Complete Progress Narrative | Review Performance Elements

Complete Additional Questions | Complete Personnel Report | Complete Budget

Mid-Year Report Public Heath Impacts

Please answer the following specific questions related to your cooperative agreement using SMART guidance:
Specific (simple, sensible, significant).
Measurable (meaningful, motivating).
Achievable (agreed, attainable).
Relevant (reasonable, realistic and resourced, results-based).
Time bound (time-based, time limited, time/cost limited, timely, time-sensitive).

Mid-Year: Please describe the public health impact of your activities under this cooperative agreement.

Mid-Year: Please describe how your activities have facilitated long-term improvements to the national food safety system under this cooperative agreement.

Mid-Year Report Optional Questions

Mid-Year: Please share any highlights or success stories related to this project. Include links to additional information (website, news articles, etc.) when applicable.

Mid-Year: Please describe any other relevant outcomes not reported elsewhere (e.g. your interpretation of project results).

Annual Report Public Heath Impacts

Please answer the following specific questions related to your cooperative agreement using SMART guidance:
Specific (simple, sensible, significant).
Measurable (meaningful, motivating).
Achievable (agreed, attainable).
Relevant (reasonable, realistic and resourced, results-based).
Time bound (time-based, time limited, time/cost limited, timely, time-sensitive).

Annual Report: Please describe the public health impact of your activities under this cooperative agreement.

Annual Report: Please describe how your activities have facilitated long-term improvements to the national food safety system under this cooperative agreement.

Annual Report Optional Questions

Annual Report: Please share any highlights or success stories related to this project. Include links to additional information (website, news articles, etc.) when applicable.

Annual Report: Please describe any other relevant outcomes not reported elsewhere (e.g. your interpretation of project results).

Personnel

Mid-Year Report: Provide the information for all staff contributing to this track of the CAP project (include all staff contributing to the project, e.g. key and other personnel). Include the total number of calendar months effort and number of months funded for this budget period only rounded to the nearest hundreth (XX.XX). Fully devoted effort and/or fully funded project personnel = 12.00 months.

Annual Report: Please review the information you provided at the Mid-Year report. Confirm whether or not there were any personnel changes from your Mid-Year using the drop-down provided. If no changes occurred, no further action is needed. If changes did occur, please update the information as needed and use the drop-down to note the nature of the changes. **Any key personnel changes must be submitted to eRA Commons and may require prior approval as described in your NOA.** For substantial changes (e.g. personnel removed or added) include a short explanation.

If an individual is added at the annual report add their information under the Mid-Year Personnel Report table section and note they are new personnel with the drop-down under personnel changes in the Annual Personnel Report section. If an individual previously reported will no longer work on the project leave their name, title, project role and actual months funded under the Mid-Year Personnel Report section but note their removal using the drop-down under Personnel Changes in the Annual Personnel

Complete Coversheet | Complete Progress Narrative | Review Performance Elements | Complete Additional Questions | Complete Personnel Report | Complete Budget

Mid-Year & Annual Personnel Report						Annual Report Only	
						Select appropriate response:	Select
	Name *(last name, first name)*	**Title**	**Project Role**	**Total Project Effort** *(# calendar mos - Include effort funded by the CAP and in-kind contribution e.g., non-CAP funded)*	**Months Funded** *(# calendar mos - include CAP funded effort only)*	**Personnel Changes?*** *(key personnel changes must be submitted to eRA Commons and may require prior approval as described in your NOA)*	**Explanation for significant personnel changes**
1						Select	
2						Select	
3						Select	
4						Select	
5						Select	
6						Select	
7						Select	
8						Select	
9						Select	
10						Select	
11						Select	
12						Select	
13						Select	
14						Select	
15						Select	
16						Select	
17						Select	
18						Select	
19						Select	
20						Select	
21						Select	
22						Select	
23						Select	
24						Select	
25						Select	
26						Select	
27						Select	
28						Select	
29						Select	
30						Select	
31						Select	
32						Select	
33						Select	
34						Select	
35						Select	

*If adding or removing personnel please update their name, title, project role, and months funded as applicable.

Budget

Mid-Year (Yellow sections)
Enter Total Budgeted at the time of report sumission (i.e. include any approved changes from the budget listed in the NOA), Expended to Date and Projected expenses. Expended to date should include all expenses from the start of the project period to the time of report submission.
Projected expenses is pre-set to calculate by subtracting expended to date from the total budgeted and should include all planned expenditures through the end of the budget period. If the calculated projected expenditures is incorrect (e.g. at time of submission you no longer plan to expend the total budget within that category) please clear the embeded formula and enter the projected expenses at the time of submission and include an explanation in the Mid-Year Report Comment section provided.
For "Other 1-4" expenses only replace the bracketed text with a short detail description; e.g. "Other 1 user expense description".
Items 16-19 are not required at the Mid-Year but fields are provided as it is helpful to provide potential estimates for these as early as possible.

Annual Report (Brown sections)
The Annual Total Budgeted is pre-set to equal the Mid-Year Total Budgeted but the embedded formula should be cleared and the correct amount entered if changes have been made since the time of the Mid-Year report submission.
Enter the total expended from the start of the budget period to the time of Annual report submission.
The Projected Expenses are pre-set to calculate by subtracting the Annual Total Budgeted from the Annual Expended to Date but this formula should be cleared and the correct amount entered if needed. Include an explanation in the Annual Re
Items 16-19 are requested at the Annual Report submission.

Complete Coversheet | Complete Progress Narrative | Review Performance Elements
Complete Additional Questions | Complete Personnel Report | Complete Budget

Mid-Year and Annual Budget Report

*Note: Annual Total Budgeted is pre-set equal to Mid-Year Total budgeted and Mid-Year and Annual Projected expenses are pre-set as calculated using the Total Budgeted minus Expended. These formulas should be cleared and actual numbers entered if different.

	Expenses	Mid-Year Total Budgeted	Annual Total Budgeted* Only required if changed from Mid-Year Total Budgeted	Mid-Year Expended to Date Start of budget period to date of Mid-Year Report	Annual Expended to Date Start of budget period to date of Annual Report	Mid-Year Projected Expenses* From date of Mid-Year Report to budget period end	Annual Projected Expenses* From date of Annual Report to budget period end
1	Total Salary, Wages, and Fringe Benefits	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2	Equipment	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
3	Travel	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
4	Materials and Supplies	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
5	Publication Costs	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
6	Consultant Services	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
7	ADP/Computer Services	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8	Subawards/Contractual Costs	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
9	Equipment/Facility Rental/User Fees	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
10	Federal F&A (Indirect Costs)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
11	Other 1 [Replace only bracketed text]	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
12	Other 2 [Replace only bracketed text]	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
13	Other 3 [Replace only bracketed text]	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
14	Other 4 [Replace only bracketed text]	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
15	Total Budget	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
16	Estimated current obligated funds	$0.00	$0.00				
17	Carryover I will be requesting	$0.00	$0.00				
18	New funding request	$0.00	$0.00				
19	Total Requested for next budget period	$0.00	$0.00				

		Mid-Year Report Comments	Annual Report Comments
20	Additional Budget Comments: *(Use Alt+Enter for new line if desired)*		

Program Performance Elements:
Planned Action Items should impact at least one or more of the following Objectives and NOA Reporting Elements required under this agreement.

Terminology:
Objectives are considered to be the **primary performance elements or primary outcomes** for this award.
NOA Reporting Element are considered to be the **secondary performance elements or sub-outcomes** that support the Objectives for this award.
Action Items are tasks the awardee will execute to make progress toward, or complete Objectives and Activities for this award.

Complete Coversheet | Complete Progress Narrative | Review Performance Elements

Complete Additional Questions | Complete Personnel Report | Complete Budget

Primary Outcomes - Objectives
Objective 1. Training Development The initial Comprehensive Training Plan must be submitted within 45 days of award and address each of the following components:
Objective 1a. Course Identification and Prioritization.
Objective 1b. Redesign of Existing Courses.
Objective 1c. Development of New Courses.
Objective 1d. In-Person Training for High-Priority Courses.
Objective 1e. Training Coordination of Courses.
Objective 2. Laboratory Meeting Coordination and Execution.
Objective 3. ISO/IEC 17025 Accreditation Assistance.
Objective 4. Management of Laboratory Committees.
Objective 5. Administration of State Laboratory Travel and Training Scholarships
Objective 6. Conduct National Laboratory Collaboration and State Partner Feedback Exercises
Secondary Sub-Outcomes - NOA Reporting Elements
NOA Reporting Element 1. Development status and projected completion timeline of any trainings, workshops, meetings, and other educational materials and resources. Report on the re-design and development of existing FDA-developed courses.
NOA Reporting Element 2. Development of new course development and completion timeline. Describe the decision-making process in course selection and collaboration with the FDA. Describe the delivery method of the course and any course related materials developed.
NOA Reporting Element 3. Development status and projected completion timeline of in-person trainings; include information such as course name and description, materials developed, location and dates of training, number of attendees, and training evaluation results and/or feedback.
NOA Reporting Element 4. Summary of coordination activities completed for in-person and virtual courses; include details of courses, number of staff present during each course delivery, successes/challenges, and feedback from participants and any course advisory groups/SMEs.
NOA Reporting Element 5. Description of planning, hosting, and follow-up activities for the annual LFFM Face-to-Face, GenomeTrakr meetings, NARMS meetings and trainings.
NOA Reporting Element 6. Description of support being provided to laboratories to obtain, maintain, expand scope, and enhance ISO/IEC 17025 accreditation requirements. This includes a summary of the monitoring activities, assistance to labs facing challenges, and progress of the laboratories directly being supported through any consultant services offered under this award.
NOA Reporting Element 7. Description of collaborative work for committees such as the Human and Animal Foods Committee and Food Chemistry Committee regarding FDA funded work in areas that include but are not limited to human and animal foods and food chemistry. Description of coordination with AFDO, AAFCO, NASDA, and other relevant association partners.
NOA Reporting Element 8. Summary of travel scholarships awarded to laboratorians for trainings, meetings, conferences, and materials and supplies. Include the organization name, the number of scholarships awarded and the associated amounts of the scholarships.
NOA Reporting Element 9. Describe any state and partner laboratory feedback gathered and shared with the FDA. Include any outcomes of feedback and any follow-up activities pursued with laboratory partners.